

CITY OF BURBANK

SOCIAL SERVICES COORDINATOR

DEFINITION

Under supervision, to conduct senior and community service programs and activities; and to do related work as required.

ESSENTIAL FUNCTIONS

Organizes and leads nutrition and health, transportation, information and assistance, volunteer, outreach and developmentally disabled and physically challenged citizens' programs and activities; assists in developing social and human service programs for specialized groups; selects, trains, and supervises volunteer staff; maintains records of volunteer hours; plans activities, trips and excursions, and schedules speakers; schedules and dispatches transportation vehicles; prepares and maintains simple program records and statistics; assists with grant development; reconciles cash; coordinates information and referral services for elderly and developmentally disabled and physically challenged; supervises operation of senior community service facility, as needed; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - leadership techniques; the aging process; community services for specialized groups such as seniors and developmentally disabled and physically challenged.
- Ability to - plan, organize and conduct social service activities; plan and direct the work of others; maintain records and make simple mathematical calculations.

Education/Training: One year's full-time experience working with senior citizens or in community services and completion of two years of accredited college work with emphasis in gerontology, social work, recreation, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and a second language.